

VRIS UPDATE

Role of the Local Office Information Release Contact With Consumer Background Screening Effective 4/28/09 Number 216

SUMMARY OF UPDATES

The process for requesting VR Consumer Background Screening has been changed. Requests from Specialists or Office Directors for a Consumer Background Screen will now be given to the local office Information Release Contact. The Information Release Contact will determine if the request meets the situations describe in the Consumer Background Screening Policy before forwarding the request to the NDE General Counsel, Scott Summers. The chapter also describes when it is appropriate for a Specialist or Office Director to directly contact Scott Summers.

VRIS POSTING

The revised Consumer Background Screening Policy is now posted to VRIS.

VRIS: Program Manual: Employment Program: [Consumer Background Screening Policy](#).

FORMS REVISED

The [Background Screen Information Release](#) has been revised to reflect that the responsibility for sending the form to NDE General Counsel Scott Summers lies with the Information Release Contact.

MONITORING REQUIREMENTS

Scott Summers will monitor compliance with the policy and process.

TEAM COMMUNICATION

Information Release Contacts should discuss the policy and process with their team/office.

LEADERSHIP CONTACT

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